

SUPPORT ANNEXES: INTRODUCTION

The Support Annexes describe how Federal departments and agencies; State, tribal, and local entities; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management. During an incident, numerous procedures and administrative functions are required to support incident management.

The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs). Examples include public affairs, international affairs, and worker safety and health.

The Support Annexes may be fully or partially implemented without the Secretary of Homeland Security coordinating Federal operations.

The following section includes a series of annexes describing the roles and responsibilities of Federal departments and agencies, NGOs, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Critical Infrastructure and Key Resources
- Financial Management
- International Coordination
- Logistics Management
- Private-Sector Coordination
- Public Affairs
- Science and Technology
- Tribal Relations
- Volunteer and Donations Management
- Worker Safety and Health

Support Annex Roles and Responsibilities

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts to ensure seamless integration of and transitions between preparedness, response, and recovery activities.

Each annex is managed by one or more coordinating agencies and is supported by various cooperating agencies. The responsibilities of coordinating and cooperating agencies are identified below.

Coordinating Agency

Federal agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes. Coordinating agencies support the Department of Homeland Security (DHS) incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with Homeland Security Presidential Directive 5, DHS retains responsibility for overall domestic incident management.

- When the functions of a particular Support Annex are required, the agency serving as the coordinator is responsible for:
- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and subtasking cooperating agencies.
- Managing tasks with cooperating agencies, as well as appropriate State, tribal, or local agencies.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Cooperating Agencies

Cooperating agencies are those entities that have specific expertise and capabilities to assist the coordinating agency in executing incident-related tasks or processes. When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by DHS or the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by DHS or the Support Annex coordinator.
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

When requested, and upon approval of the Secretary of Defense, the Department of Defense (DOD) provides Defense Support of Civil Authorities during domestic incidents. Accordingly, DOD is considered a cooperating agency for the majority of Support Annexes.

Table 1. Designation of Support Annex Coordinating and Cooperating Agencies

Cr = Coordinating Agency
Co = Cooperating Agency

Agency	Critical Infrastructure and Key Resources	Financial Management	International Coordination	Logistics Management	Private-Sector Coordination	Public Affairs	Science and Technology	Tribal Relations	Volunteer and Donations Management	Worker Safety and Health
USDA	Co	Co	Co	Co	Co	Co	Co	Co		
DOC	Co	Co		Co	Co	Co	Co			
DOD	Co	Co	Co	Co	Co	Co	Co			
DOD/USACE		Co		Co	Co	Co				Co
ED	Co	Co			Co	Co				
DOE	Co	Co		Co	Co	Co	Co			Co
HHS	Co	Co	Co	Co	Co	Co	Co	Co		Co
DHS	Cr	Co	Co	Co	Co	Co		Cr	Co	
DHS/FEMA		Cr		Cr	Cr	Cr			Cr	Co
DHS/S&T		Co			Co	Co	Cr			
DHS/USCG		Co			Co	Co				Co
HUD		Co			Co	Co				
DOI	Co	Co		Co	Co	Co	Co	Co		
DOJ	Co	Co	Co		Co	Co	Co			
DOL/OSHA	Co	Co			Co	Co				Cr
DOS	Co	Co	Cr		Co	Co	Co		Co	
DOT	Co	Co	Co	Co	Co	Co			Co	
TREAS	Co	Co			Co	Co				
VA	Co	Co		Co	Co	Co				
EPA	Co	Co			Co	Co	Co			Co
FCC		Co			Co	Co				
GSA		Co		Co	Co	Co			Co	
NASA		Co		Co	Co	Co	Co			
NRC	Co	Co			Co	Co	Co			
OPM		Co			Co	Co				
SBA		Co			Co	Co				
SSA		Co			Co	Co				
TVA		Co			Co	Co				
USAID		Co	Co		Co	Co			Co	
USPS	Co	Co			Co	Co				
ARC		Co	Co	Co	Co	Co				
FERC	Co									
IC	Co									
OSTP	Co									
CNCS									Co	
NVOAD									Co	

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